

MARION POLICE DEPARTMENT



PERSONNEL COUNSELING RECORD Negative Counseling Form	UNIT Patrol	DATE: September 6, 2023
Counseled Employee's Name (Last-First-M.I.) Yates, Jackson	Rank Patrolman	ID: 149

Counseling Issues:

Officer Yates has been spoke to in reference to completing outstanding reports prior to leaving on his weekend. Officer Yates was counseled of the importance of finishing reports and the negativ eimpact that it would have if they were not.

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I have read the above and I acknowledge that on 10/15/22(Supervisor) Sgt, Huddleston 014 advised and counseled me relative to the above captioned personnel matter. Initialing the record of the session will not signify agreement or disagreement with its contents.

Signature of Counseled Employee

[Handwritten Signature] yto. 149

Counseling Supervisor's Comments and Recommendations:

Officer Yates will speak with a supervisor before the end of his work week to ensure all of his reports and necessities are completed prior to his weekend. Until further notice, Officer Yates will have his reports completed prior to the end of his nightly shift.

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Counseling Supervisor's Signature:

[Handwritten Signature] M3/040

Reviewed by: LT

[Handwritten Signature] M3/040

Reviewed by:

[Handwritten Signature]
[Handwritten Signature]

Rank: Sgt.

ID: 014

Rank: LT

ID: M3/040

Rank: Asst. Chief

ID: M2/026

[Handwritten Signature]

M1